

# Carpenter Center

## Work-Study Position: Student Gallery Attendant

The **Carpenter Center for Visual Arts** (CCVA), housing public contemporary art galleries, Art Bookshop, Harvard Film Archive, and the Harvard undergraduate program of Art, Film and Visual Studies (AFVS), is searching for dedicated work-study students to act as Gallery Attendants and Visitor Service Representatives. This position will be responsible for greeting visitors as they enter the building, directing inquiries related to the various building departments and programming, monitoring Level 1 exhibition spaces and works on view and assist with a variety of administrative operations.

As the first point-of-contact for the university community and general public, the Student Gallery Attendant is responsible for welcoming and providing guidance for visitors to the Carpenter Center and Department of Art, Film, and Visual Studies. This position provides general information about the building, exhibitions and artists on view to create a warm, positive, informative experience for Carpenter Center visitors.

The Gallery Attendant is an essential part of the team, integrated into the workings of a dynamic, experimental, and supportive art and educational institution.

### Position Responsibilities Include:

- Greets visitors, provides wayfinding assistance, and information on an array of topics, including exhibitions, and building programming.
- Providing a welcoming presence and ensuring accessibility for all visitors.
- Monitoring visitors in the galleries and around works of art.
- Maintaining accurate counts of building attendance.
- Providing logistical support for events and lectures, including Open Studios.
- Other operational tasks as assigned by the staff of CCVA and AFVS.

### Additional Qualifications:

- Talking with people, being polite, friendly and solving problems.
- Being on time, reliable, and professional.
- Committing to a regular schedule.

### Additional information:

- ***Position available for federal work-study students only.***
- Shifts held at the Carpenter Center at 24 Quincy St. in Cambridge on Level 1.
- Shifts typically held as 2.5–5-hour slots between noon and 5 pm, Tuesday – Friday; possibility of Saturday and Sunday shifts.
- Minimum: 5-hours per week, Maximum: 10 hours per week.
- Pay rate: \$12.50 per hour with opportunity for future pay increases.
- Interest in art, film, museums, or education a plus.

*To apply, please email your resume and brief cover letter to Erin Holder [erin\\_holder@harvard.edu](mailto:erin_holder@harvard.edu) and [ccva@fas.harvard.edu](mailto:ccva@fas.harvard.edu). Applications will be reviewed until September 13, 2019.*

# for the Visual Arts